

**Oak Park Townhomes Association**  
**BOARD MEETING AGENDA – 2023 Annual Meeting**  
**Monday, December 11<sup>th</sup>, 2023**  
**6:00pm**  
**Zoom**

---

Agenda prepared by OPA Board of Directors, Sterling Management

---

**1. Call to Order Regular Session**

**A. Call to Order** – Karen called the December 2023 meeting to order at 6:03pm.

**B. Roll Call** - The following are present:

Karen Romero, President, Unit 9  
Kathy Giesen, Vice President, Unit 53  
Kathy Giesen Proxy for - Ray Moore, Unit 63  
Kathy Giesen Proxy for - Joanne Newton-Hester, Unit 49  
Kathy Giesen Proxy for - Janet Caldwell, Unit 25  
Mike Shuttleworth, Treasurer, Unit 11  
Todd Richardson, Member at Large, Unit 37  
Eva Valencia, Unit 6  
The Berkley's, Unit 46  
Lisa Knowell Proxy for Judith Knowell, Unit 73  
Judy Sinnott, Unit 65  
John Knuxle, Unit 64  
Les Phillipo, Unit 61  
Rory Randall, Unit 66  
Krista Schor, Unit 69  
Billy Benner, Sterling Management Group  
Kendall, Sterling Management Group  
Katie, Sterling Management Group

**C. Approval of Minutes from 2022 Annual Minutes**

- i. **Motion:** Eva moved to approve the 2022 Annual Meeting minutes. Kathy seconded the motion. All in favor.

**D. Reports of Officers** – Karen began by thanking Todd for leading the Board through much of 2023. She also shared that she would rely on Board members for reports, as she was out for a portion of the year recovering from knee surgery.

- i. Board Decision with Sterling Managements Support – Board Meetings will be held on the third Wednesday of each month at 6pm via Zoom. Many owners work out of the area, thus Zoom meetings can capture more attendees. Alerts will go out via email on a monthly basis with the meeting date and time.
- ii. Reserves – Karen shared there isn't typically much conversation about the HOA's Reserve Account in Board meetings. The goal is to keep the Reserves as healthy as possible. This

benefits homeowners if they sell their property as new buyers and financial institutions are particularly interested in healthy Reserve accounts. At the end of each year, the Board works hard to set a realistic budget and work within that budget to keep the Reserves consistent.

- iii. The Board has become smaller over the past few years. Current Board members would appreciate other owners to consider becoming a member of the Board or participate on Committees. Important Committees include: Pool, Landscaping, and Brick and Mortar Committees. Todd encouraged homeowners to consider participating on the Board as well and shared that it's a wonderful way to get to know the community.
- iv. Treasurers Budget Report – Mike shared that overall, the finances for 2023 look good through November. One area where the HOA exceeded the budget was in Maintenance and Repairs, which is typically one of the biggest expenditures. Total Utilities is also typically a significant cost, but the HOA remained within budget. Throughout the year there have been some issues with trees that have skewed the budget, but overall, it looks like there will be a positive balance at the end of the year.
- v. Ballot Results for Board of Directors (2024) – Diana Strand has been an owner for at least 15 years and will be a wonderful addition to the Board. Michael and Lisa Berkley voiced interest in becoming members of the Board. Karen seconded the Berkley's motion. Mike Shuttleworth motioned to reappoint 2023 Board members for 2024 and approve those who have volunteered for the Board. Kathy Giesen seconded the motion. All in favor.
- vi. Review Projects for 2024 –

Roof – Repair and/or replacement of roofs will be a primary focus in 2024. Quotes have been collected including a schedule of the roof repairs/replacements that are most important. The 2024 budget reflects these jobs.

Pool Repairs – The 2024 budget reflects some repairs necessary for the pool including software and furniture. The pool vendor will be working on the software, and the Board has researched pool furniture and has found acceptable replacements for about \$3,000. The new furniture will be lighter in weight, sturdier, clean, and easier to store.

Landscaping projects – Many plants, particularly the rhododendrons will need to be sprayed in 2024, and shrubs will need to be trimmed. Glass Tree Company will be spraying in January, but they likely won't see immediate change as the leaves on rhododendrons remain on the plant for 2-3 years. Kathy reminded the Board that this is a great appeal to their community and thus an important expenditure. The Board just collected bids from two companies for tree maintenance and received the report this week. These bids have shown that many trees in the community need to be trimmed or removed. The work will not all be completed in 2024 because it's very costly and wasn't

originally budgeted for. The Board will look to trim trees and ensure that dangerous branches aren't hanging over properties where they could cause damage.

The Reserve account has been accessed, so in 2024 \$600 will be moved monthly to the Reserve account to get it back up to its ideal level.

Michael Berkley asked about the tree repairs, noting that it seemed like the investment may require a change to the budget. The Board shared that because they haven't had an opportunity to review the bids from the tree companies yet, it was hard to determine whether a change should be made or not. Billy mentioned that Reserves are healthy so they could be tapped into if necessary. He also mentioned that funds for other projects could be used for tree maintenance with Board approval if the Board deemed these priority projects.

## **2. Homeowner's Forum (2 minutes per property owner)**

Lisa shared that inside her mother's condo, they found asbestos, which likely means that each homeowner with ceiling heat could have asbestos as well. Billy clarified that asbestos isn't necessarily due to the ceiling heat, it was used in glue, paper, and popcorn ceilings. Billy shared that the report from Lisa's mother's condo showed mostly small percentages of asbestos (under 1%), which can be disposed of at the dump. Homes built before 1978 require asbestos testing when any remodeling is done.

Krista Schor took an opportunity to thank the Board for their dedication to the HOA and the property. She and her husband appreciate the work.

Eva Valencia thanked those that have recently volunteered for the Board, it's nice to have a full Board again.

Kendall shared that she did receive Lisa's Power of Attorney Form for her mother so she will be added to email lists moving forward.

## **3. New Business**

Mike Shuttleworth asked Billy to introduce the new Sterling faces on the Zoom.

Billy introduced Kendall who will be one of the main points of contact for the HOA. Kendall has been in property management for just over 5 years and works Wednesday through Friday.

Katie will be helping with financials and invoicing and takes pride in reviewing all invoices/bids for accuracy and comparison with the budget. Katie works daily until about 1:30pm.

## **4. Adjournment** – Karen called the meeting adjourned at 6:52pm.

Transcribed by Sam Miles